

MEMORANDUM-IMMEDIATE ATTENTION REQUIRED

To: Deferred Compensation Program Provider Representatives

From: NDPERS Staff

Date: August 2006

Subject: MANDATORY TRAINING

NDPERS will again be offering a Deferred Compensation Provider Training Session this fall. As you know, the administrative provider contract requires that you attend a NDPERS training session or one approved by the NDPERS Board within one year of beginning services and once every two years thereafter, in order to retain your eligibility to provide services under the program. Our records indicate that it will be necessary for you to attend one of the upcoming sessions to fulfill your company's contractual requirements.

In addition to satisfying the contractual requirement, it is beneficial for you to attend a training session for at least two more reasons. First, there have been administrative changes recently in the program and second, because the NDPERS PEP program is available to members across the state. We anticipate ever increasing participation in the NDPERS deferred compensation program as members grow to understand the incentive to participate provided by PEP. Therefore, it is to your benefit to be up to date on the procedures and provisions of the NDPERS deferred compensation program and to understand the PEP program thoroughly.

Enclosed you will find the scheduled date, time, and place that NDPERS will be conducting the training session. **RETURN THE ENCLOSED RSVP EITHER BY FAX (701) 328-3920 OR MAIL BY 5:00 PM ON SEPTEMBER 29, 2006.**

NDPERS has obtained certification to award continuing education credits for this course and will certify your attendance at the training so you may receive continuing education units.

We look forward to seeing you there.

RSVP

REQUIRED INFORMATION

Name: _____

National Producer Number (NPN): _____

NDPERS Deferred Compensation Company you are appointed with (list all): _____

Address: _____

Telephone Number: _____

Email Address (Required for Confirmation Notice) _____

One Provider Training session will be held this fall, to attend please return this form by September 29, 2006.

Day	City	Facility	Time
October 10, 2006	Bismarck	Heritage Center Lecture Room A Capitol Grounds	1:30pm – 3:30 pm

YOUR CONFIRMATION WILL BE SENT TO YOU VIA EMAIL ONLY.

**Return to:
NDPERS
PO Box 1657
Bismarck ND 58502-1657
or FAX (701) 328-3920**

NOTE: Materials will be supplied for registered participants only.